

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2329 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Records Department		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	Inmate Base File / Left Side Dissemination Log	C1149		2001 - 2003	460	7/28/11	Buried
	Active Charges, detainers or warrants	C1149		2001 - 2003	460	7/28/11	Buried
	Parole Decisions	C1149		2001 - 2003	460	7/28/11	Buried
	PSI Orders	C1149		2001 - 2003	460	7/28/11	Buried
	Mental Health Evaluation Orders	C1149		2001 - 2003	460	7/28/11	Buried
2.	Inmate Base File / Right Side - Inmate Property Form	C1149		2001 - 2003	460	7/28/11	Buried
	Release Certification Form	C1149		2001 - 2003	460	7/28/11	Buried
	Intake Report	C1149		2001 - 2003	460	7/28/11	Buried
	Issued Items Form	C1149		2001 - 2003	460	7/28/11	Buried
	Police Observation Form	C1149		2001 - 2003	460	7/28/11	Buried

I hereby certify that the records listed above were disposed of as indicated.

Jamara Holbrook
Signature

DGS 550-2 (rev. 1/93)

Records Supervisor
Title

10/4/12
Date

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	Booking Data Form	C1149		2001 - 2003	460	7/28/11	Buried
	DNA Test Form	C1149		2001 - 2003	460	7/28/11	Buried
	Arrest Information Form	C1149		2001 - 2003	460	7/28/11	Buried
	Booking information Form	C1149		2001 - 2003	460	7/28/11	Buried
	Inmate Progress Sheet	C1149		2001 - 2003	460	7/28/11	Buried

I hereby certify that the records listed above were disposed of as indicated.

Lamara Hoibrock

Signature

DGS 550-2 (rev. 1/93)

Records Supervisor

Title

10/4/12

Date